



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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Job Title: 22073 - IT Project Manager - GS-15

Salary Range: \$108,887 - \$160,300 (not applicable for detailees)

Vacancy Open Period: 12/7/2016 - 12/30/2016

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PE/PMISE

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:



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- Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

PARTNER ENGAGEMENT COMPONENT MISSION The mission of the Office of the Assistant Director of National Intelligence for Partner Engagement (ADNI/PE) is to “Advance partnerships and responsible intelligence and information sharing to enhance decision-making” while we lead and effectively manage a diverse and highly skilled workforce; strengthen partnerships to enable integration, promote mutual understanding, and support accountability; promote interoperable capabilities to drive intelligence and information sharing while protecting privacy, civil liberties, and civil rights; optimize intelligence and information sharing to identify and address threats and opportunities; and develop and implement repeatable business practices to support PE decision making and achieve mission performance.

Major Duties and Responsibilities (MDRs)

- This position opportunity provides significant professional growth opportunity for an individual with interagency and project management experience and strong interest in accelerating national information sharing and safeguarding capabilities. The applicant will have the opportunity to directly lead implementation of related National Strategies, Office of the Program Manager - Information Sharing Environment (PM-ISE) priorities and projects conducted in collaboration with Federal, State, local, and tribal governments, the private sector, and international partners within the law enforcement, intelligence, defense, homeland security, and diplomatic communities.
- There will be exciting and demanding opportunities with high priority projects as this position will be responsible for leading and managing project oversight of over 100 staff projects related to national information sharing and safeguarding initiatives. We want a successful GS-15 or high potential GS-14, with time-in-grade in project management to help us achieve the ISE vision – National Security Through Responsible Information Sharing.
- The PM-ISE work environment is fast paced, with a broad span of government-wide responsibilities; tough national problems to solve; rapidly changing priorities; and relatively unstructured. High performing individuals are recognized, rewarded, and incentivized to advance. Specifically, the applicant will:
- Provide project management process expertise to leadership and management team during FY strategic planning.
- Manage and orchestrate an internal Requirement Evaluation Board and serve as additional liaison to project leads and champions to ensure coordinated project oversight.



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- Track, quality check, and expedite documentation for proposed projects as they are advanced through the various management and financial processes.
- Maintain an overview of current status, potential funds against each contract vehicle and overall funds available for each FY.
- Implement process controls with training, forms, and templates for standardization and accuracy of contracting documentation, progress reporting, deliverables (when possible) and database entries associated with projects.
- Conduct oversight of all active funded projects, including but not limited to regular audits throughout the FY, project-specific deliverables, mandatory reporting, closeout reviews, and expensing actions. Provide regular updates to the CoS.
- Collaborate with knowledge and database managers to ensure relevant content management systems and databases are leveraged and optimized to support the project oversight process
- Execute and communicate spend plans and assess variances from cost and schedule baseline; implement the reallocation of resources in response to change to project cost, schedule, and quality of deliverables.
- Monitor project teams to ensure project is completed on time, effectively apply team building and coaching techniques, and exchange project or technical information with team members and contractors at formal and informal meetings.
- Collaborate with the work of team members; monitor work activities to ensure counterintelligence and security policies and procedures are followed; provide help or assistance to team members or others when needed; communicate needs and requirements to project team members.
- Contribute to the planning, development, coordination, and review of strategic plans, implementation plans, guidance memoranda, standards, progress reports, communications, and responses to external inquiries.
- Plan and implement the requirements, resources, standards, and practices necessary to align policies and programming initiatives identified in the goals and requirements of the ISE.
- Foster the creation of policy & performance management frameworks, processes, and products to ensure ISE guidance, functional standards, and direction are documented, measured, and promulgated in compliance with the Intelligence Reform and Terrorism Prevention Act (as amended), Presidential Guideline Requirements, Executive Orders, and national strategies for information sharing and safeguarding.
- Support the PM-ISE senior management team in planning, coordinating, aligning, and executing program management responsibilities.

Mandatory and Educational Requirements

- Expert knowledge/understanding of the methods and practices of government project management and planning.



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- Ability to collect, review, and synthesize large amounts of disparate information, and to manage competing priorities.
- Expert interpersonal, and team building skills and ability to maintain and sustain professional networks across organizations, stakeholders, and customers.
- Journeyman-level knowledge of the laws, policies, procedures, standards and technologies that enable information sharing.
- Knowledge of Federal Department/Agency and State, local, and tribal agency missions and functions, and how they may be impacted by standardization of terrorism-related information sharing.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and joswicd@dni.ic.gov (*Daniel J.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**



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Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and joswicd@dni.ic.gov (*Daniel J.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov



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Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**